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**Alumni Development Program Guidance**

**on Reporting for Virtual Participants**

Chapter officers need to adapt their methods for administering the required reporting documents when members participate virtually via conference call or web-based technology. General guidance is provided below, but chapter officers may need to adapt this guidance based on the technology they use and the needs of their members.

**Sign-In Sheets**

At the beginning of the event, the chapter officers should ask each participant to

1. introduce himself or herself,
2. say whether he or she is a new or returning member, and
3. if the member is participating virtually, say whether there are any changes to his or her contact information. If there are changes, ask them if the member would like to provide the updated information at that time or at a later time. If the member chooses to provide their updated information at a later time, chapter officers should ask the member about the best way to contact him or her to obtain the updated information.

During these introductions, the chapter officers should record information provided by the virtual participants. Chapter officers may wish to record this information on a separate sign-in sheet from the one used for any members attending in person. Members who are participating in person (if there is an in-person option) can fill out a sign-in sheet themselves, as usual.

**Member Information Sheet**

If any of the virtual participants identify themselves as new members during the introductions, chapter officers should ask them to fill out an online version of the Member Information Sheet so they can learn more about them. Chapter officers should obtain the link to this online survey from Board staff before the event and

1. distribute the link via the meeting technology if the technology allows (e.g., a chat box), and
2. ask the new members for their email addresses and email them the link after the meeting as well to ensure they have it.

New members who are participating in person (if there is an in-person option) should fill out the paper-based Member Information Sheet, as usual. Asking them to complete the form at the event helps increase completion rates.

**Participant Surveys**

Chapter officers should alert Board staff well in advance of any meetings or advocacy activities that will have a virtual component, so that Board staff can create a participant survey for the specific event. Chapter officers should obtain the link to this participant survey from Board staff before the event and

1. distribute the link via the meeting technology if the technology allows (e.g., a chat box), and
2. email the link to members who participated virtually, at the conclusion of the meeting, making sure to include the email addresses for any new members.

New members who are participating in person (if there is an in-person option) should fill out the paper-based participant survey, as usual. Asking them to complete the survey at the event helps increase completion rates.

**Minutes**

Chapter officers will complete the minutes as usual within three calendar days of the event. The only change needed will be to note which members participated in person (if there was an in-person option), which members participated virtually, and the technology they used to participate.